**HOUSTON INDEPENDENT SCHOOL DISTRICT**

***Office of Special Education Services***

Students with Disabilities Records Maintenance and Access

Revised: 08/2016

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School |  |  |  | Field Office |
| Principal |  | School Year |  | Chief School Officer |

The following types of records are kept on students with disabilities attending this campus (check all that apply):

Permanent Record District Student Assessment Records

Health and Medical Records Attendance Records

Transcript

Records Required by the Texas Education Agency for Special Education State Eligibility Folder

Other-Specify: The person(s) on this campus who maintain(s) the records checked above is/are: *(Use additional sheet of paper to*

*complete; staple to Form 7)*

Name Name

Title Title

Address Address

Name Name

Title Title

Address Address

Houston ISD employees who may also have access to these records are:

*(Use additional sheet of paper to complete; staple to the* ***Students with Disabilities Records Maintenance and Access Form****)*

**NAME POSITION**

Richard Carranza **Superintendent of Schools**

**Chief School Support Officer**

**Chief Academic Officer**

**Chief Schools Officer**

**School Support Officer**

Sowmya Kumar **Assistant Superintendent, Special Education**

Sharon Cole-Braxton **Senior Manager, ARD/IEP Services**

Joan Anderson **Senior Manager, Program Development and Coordination**

Ardalia Idlebird **Senior Manager, Special Education Operations/Fiscal Management**

Beth Goodrich **Senior Manager, OT/PT/AT Services**

Angela Terry **Manager, Hearing and Visually Impaired**

**Special Education Senior Manager/Manager**

**Special Education Senior Manager/Manager**

**Principal**

**Assistant Principal(s)**

**Special Education Program Specialists**

**Evaluation Specialist(s)** **Nurse or Nurse Consultant** **Psychologist**

**Social Worker**

**Special Education Teacher(s)**

**General Education Teacher(s)**

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